

CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Destruction of Certain Finance Department Records

MEETING DATE: April 7, 1999

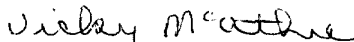
PREPARED BY: Finance Director

RECOMMENDED ACTION: That the City Council approve the destruction of the hereinafter listed City of Lodi records.

BACKGROUND INFORMATION: In accordance with Government Code, section 34090, permission is requested to destroy the following obsolete City records:

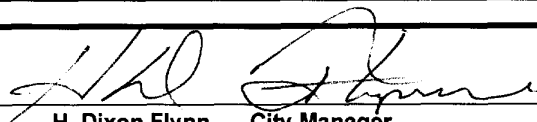
1. Administrative Leave Balances	01/95-12/96
2. Employee Balances & Step Increases	01/95-12/96
3. Vacation Accruals	01/95-12/96
4. Overtime Reports	01/95-12/96
5. Union Dues Deductions	01/95-12/96
6. Payroll Changes	01/95-12/96
7. Revenue Ledgers	1993-1995
8. Expense Appropriation Ledgers	1993-1995
9. Miscellaneous Memorandums (Journal Vouchers)	07/93-06/95
10. Canceled Bank of America Payroll checks	1991-1996
11. Canceled Farmers & Merchants Bank Checks (Account Payable Checks)	1991-1996
12. Uniform Allowance	03/84-12/90
13. City Rent Insurance	07/90-06/91
14. Informal Quotations Received	1990-1991
15. Window Receipts	1991-1994
16. Business License Applications	1991-1994
17. Cash Receipt Registers	1991-1994
18. Inactive Account Registers	1985-1994
19. Inactive Accounts in Arrears Records	1985-1994
20. Collector's Daily Reports	07/93-06/95
21. Utility Customer Contracts	1985-1994
22. Utility Billing Registers	1985-1994
23. Expense by Object	07/91-06/95
24. Fuel and Lube Reports	01/94-07/94
25. General Ledger Entry Register	07/93-07/96
26. Subledger Entry Register	07/93-12/93
27. Employee Advance Ledgers	1991-1992
28. Vehicle Operating Costs	07/94-06/95

FUNDING: None Required


Vicky McAthie, Finance Director

Prepared by Veronica Kramer, Accounting Technician

APPROVED: _____


H. Dixon Flynn -- City Manager

RESOLUTION NO. 99-57

A RESOLUTION OF THE LODI CITY COUNCIL
AUTHORIZING DESTRUCTION OF CERTAIN RECORDS
RETAINED BY THE LODI FINANCE DEPARTMENT

WHEREAS, in accordance with Government Code Section 34090, the City Attorney has filed his written consent to the destruction of certain records retained by the Lodi Finance Department, an inventory of which is attached hereto, marked Exhibit A, and thereby made a part hereof;

NOW, THEREFORE, BE IT RESOLVED, by the Lodi City Council that:

1. The records heretofore identified are no longer required.
2. The Lodi City Council finds that the City Attorney has given his written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Date: April 7, 1999

I hereby certify that Resolution No. 99-57 was passed and adopted by the Lodi City Council in a regular meeting held April 7, 1999 by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Mann, Nakanishi, Pennino
and Land (Mayor)

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


Alice M. Reimche
City Clerk

EXHIBIT A

DESTRUCTION OF RECORDS

INVENTORY OF CERTAIN RECORDS RETAINED BY THE LODI CITY CLERK'S OFFICE REQUESTED TO BE DESTROYED PURSUANT TO GOVERNMENT CODE SECTION 34090 AS SHOWN IN THE ATTACHED LIST

Administrative Leave Balances	01/95 - 12/96
Employee Balances & Step Increases	01/95 - 12/96
Vacation Accruals	01/95 - 12/96
Overtime Reports	01/95 - 12/96
Union Dues Deductions	01/95 - 12/96
Payroll Changes	01/95 - 12/96
Revenue Ledgers	1993 - 1995
Expense Ledgers	1993 - 1995
Miscellaneous Memorandums (Journal Vouchers)	07/93 - 06/95
Cancelled Bank of America Payroll Checks	1991 - 1996
Cancelled Farmers & Merchants Bank Checks (Account Payable Checks)	1991 - 1996
Uniform Allowance	03/84 - 12/90
City Rent Insurance	07/90 - 06/91
Informal Quotations Received	1990 - 1991
Window Receipts	1991 - 1994
Business License Applications	1991 - 1994
Cash Receipt Registers	1991 - 1994
Inactive Account Registers	1985 - 1994
Inactive Accounts in Arrears Records	1985 - 1994
Collector's Daily Reports	07/93 - 06/95
Utility Customer Contracts	1985 - 1994
Utility Billing Registers	1985 - 1994
Expense by Object	07/91 - 06/95
Fuel and Lube Reports	01/94 - 07/94
General Ledger Entry Register	07/93 - 07/96
Subledger Entry Register	07/93 - 12/93
Employee Advance Ledgers	1991-1992
Vehicle Operating Costs	07/94 - 06/95

Dated: 4-1-99

Vicky McAthie
VICKY McATHIE
Finance Director

APPROVED FOR DESTRUCTION:

Randall A. Hays
RANDALL A. HAYS
City Attorney
City of Lodi

Dated: 4-1-99